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CORE LIST

MANAGEMENT COUNCIL NEWSLETTER

U. S. Department of Agriculture

A summary of significant events of
interest to USDA management

JUN 8 '78

Issue #80

May 15, 1978

MANAGEMENT COUNCIL CONFERENCE.....The spring conference will be held in Leesburg, Virginia on May 22-24. The program will be centered around the reports of the Task Forces established at the January conference.

Speakers will include Chong Pak from the Federal Executives Institute, Janice Mendenhall from the General Services Administration, and P. R. "Bobby" Smith, Assistant Secretary for Marketing Services.

ZERO-BASE BUDGETING COURSES.....Peter C. Sarant, Director of Management Analysis at the Civil Service Commission teaches a course on ZBB in the Graduate School. He has just written a new text for the course, Zero-Base Budgeting in the Public Sector. If there is sufficient interest on the part of Management Council members, we may be able to arrange for Mr. Sarant to hold courses in ZBB for USDA managers during work hours. Please let Mr. Bucy know if this training would be useful for your agency personnel.

HONOR AWARDS CEREMONY.....Vice President Mondale will be guest speaker at the Department's Honor Awards Ceremony to be held at 10:30 a.m. on June 1, at the Sylvan Theatre. Agencies are requested to release all employees who can be spared for the ceremony. (Contact: Mae Paulsen, OP, ext. 75618)

AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (ASPA) LUNCHEON MEETING.....Civil Service Commission Chairman Alan (Scotty) Campbell will be the guest speaker at the ASPA monthly meeting to be held May 25 at the Marvin Center, George Washington University ballroom, 21st and H St., N. W. Scotty Campbell is probably the leading spokesman for the organization of the CSC's senior executive service, incentive pay, and other aspects of the President's plan to reorganize the Commission. This meeting is open to non-members of ASPA. For reservations, call Mike Halperin, 377-4559

OFFICIAL FOREIGN TRAVEL.....Secretary's Memorandum No. 1943, dated April 6, 1978, clarifies and reiterates the Department's foreign travel policy. Specific authority to establish and administer Departmental regulations necessary to carry out responsibility for foreign travel service has been delegated to the Foreign Agricultural Service. This Secretary's Memorandum provides that all USDA employees traveling to a foreign country on official business must:

- Have and use an official passport for such travel;
- Submit an AD-121, Passport Request and AD-556, Visas and Passport Clearance Information;
- Notify the Agriculture Attache upon arrival in his country of responsibility,
- Provide a travel itinerary to FAS;
- Obtain travel security clearance from the Office of Personnel.

(Contact: Dorothy Pollett, FAS, ext. 77815)

COOPERATIVE EDUCATION PROGRAM FOR ASSOCIATE DEGREE STUDENTS.....This program was established by Executive Order 12015 on October 27, 1977. Under guidelines announced by the Civil Service Commission, students at junior colleges, community colleges, and 2-year technical institutes may now enter into Federal jobs in 10 occupations on the basis of their experience in cooperative programs combining work in a Federal agency and related classroom training. The occupations covered under the new program are primarily technical positions including engineering technician, accounting technician, contact representative, biological and physical science technicians, and high level secretaries.

Upon completion of the requirements for obtaining a degree and required work assignments, students may be converted to career or career-conditional appointments. This program should be utilized to the maximum for expanding employment opportunities in the technical fields to qualified minorities, women and handicapped individuals. (Contact: Patricia J. Killen, OP, ext. 72435)

GRASS ROOTS ORGANIZATIONS.....OEO is now updating "Grass Roots Organizations: A Directory for Reaching Minority Communities." This directory serves as a compendium of "grass roots" organizations, including community action groups and groups which focus on concerns of Blacks, women, Hispanics, Orientals, Indians, handicapped persons, and the elderly. The directory also lists local media outlets which serve minority communities. Copies of this directory will be distributed shortly to agencies, including field offices. (Contact: Richard Peer, OEO, ext. 77327)

MINORITY DATA EVALUATION.....SCS has incorporated improvements into its minority program participation data system that will eliminate many hours of manual calculations and provide an important management tool in the SCS civil rights program. This is the culmination of a joint SCS-OEO project that began in 1976 and makes it possible to show minority participation in SCS programs in each county of the U.S. (Contact: Fred Hazelwood, OEO, ext. 74564)

SEX DISCRIMINATION REVIEW.....The Department of Justice Task Force on Sex Discrimination is continuing its review of the programs, policies, regulations and employment practices of USDA agencies. Agencies are reminded of the need to review all new policies and regulations for both obvious and subtle sex discrimination. Reviews should include employment practices, program participation and public information. (Contact: James Frazier, OEO, ext. 74256)

DISCRIMINATION COMPLAINT PROCESS.....The Civil Service Commission has released FPM Letter 713-42 which provides guidance in the discrimination complaint process for persons named by complainants as "alleged discriminating officials" (ADO's). Persons named as ADO's will now be informed of charges made against them and will be afforded the opportunity to respond to such charges. (Contact: Gloria Torres, OP, ext. 72973)

AGRICULTURE AND YOUR COMMUNITY WORKSHOP.....Minority business leaders from all sections of the country have been invited by the Secretary to participate in a workshop on May 31. The purpose of the workshop is to promote access to, and improve knowledge of, selected USDA programs that offer the greatest opportunity for minority agriculture business participation. (Contact: Pres Davis, SEC, ext. 73882)

1978 BUDGET SUPPLEMENTALS AND 1979 BUDGET AMENDMENTS.....On May 2, the President submitted a request to the Congress for 1978 budget supplementals and 1979 budget amendments. The following items were included for USDA:

<u>Agency/Item</u>	<u>1978 Supplemental</u>	<u>1979 Amendment</u>
	<u>(\$ in millions)</u>	
Soil Conservation Service:		
Resources Conservation Act.....	\$5.3	\$6.2
Clean Water Act.....	2.4	- -
Agricultural Stabilization and Conservation Service:		
Administrative Expenses.....	6.0	- -
Office of Governmental and Public Affairs:		
Publication Costs.....	- -	1.0
(Contact: Bob Barham, OBP&E, ext. 76176)		

O&F ORGANIZATION.....Assistant Secretary Wallace formally established the Office of Operations and Finance on April 21. The new organization has 1,480 permanent full-time employees located in Washington and its field centers at Fort Collins, New Orleans, and Kansas City. The key executives (all in acting capacities) are Jack Carson, Director; Tommye Cooper, Deputy Director for Data Services; Ed Alvarez, Deputy Director for Administrative Services; Leo Palensky, Deputy Director for Finance; Dennis Boyd, Director of the National Finance Center; and Rick Certo, Chief of Budget and Executive Services. (Contact: Dick Hadsell, O&F, ext. 74394)

USDA CASH MANAGEMENT REVIEW.....The joint USDA-White House Cash Management Review project is now underway. The primary objective of this effort is to identify areas where we can apply modern cash management techniques to the huge Federal Government cash flow mechanism. The USDA review team has been established and will be looking for ways where we, in the Department, can improve our cash management practices and procedures. The team will identify techniques currently used in the Department that may be useful to other Federal agencies. The project is to be given full support and cooperation to insure that the study effort is successful within the Department. (Contact: Don Manns, O&F, ext. 77251)

ANALYSIS OF PROCUREMENT PERSONNEL.....The Federal Acquisition Institute will conduct an occupational task analysis of procurement (GS-1102, 1105 and 1150) and other personnel who spend 50% or more of their time on procurement-related matters. This survey, to be conducted from July 3 to August 4 is to obtain job and skill profiles of procurement professionals; data bases for classification rewrite; establish career ladders and evaluate training programs. (Contact: Art Langer, O&F, ext. 75225)

KCCC COMPUTER.....The new computer has been delivered and will be available to start the 30-day test and acceptance on May 15. (Contact: Tommye Cooper, O&F, ext. 73152)

1978 SAVINGS BONDS CAMPAIGN
Progress Report

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Date May 12, 1978

Agency	Total Number of New Allotments	Total Number of Allotment Increases	Total Number of Cancellations	Percent Participation	
				Beginning	Current
AMS	71	58	3	66	70
APHIS	75	76	16	61	63
ASCS	171	71	6	71	78
ESCS	154	122	11	68	74
FAS	9	13	4	58	59
FCIC	50	48	2	94	100
FGIS	251	81	2	48	67
FmHA	99	103	16	88	90
FNS	123	139	8	79	84
FS	330	161	114	62	63
FSQS	215	199	28	62	64
OALJ	--	1	--	60	60
OBP&E	7	8	--	64	73
OEO	4	4	--	62	70
OF	176	131	20	74	86
OGC	19	15	2	56	61
OGPA	4	4	1	55	57
OGSM	2	5	--	72	74
OIG	20	23	4	69	69
OP	8	5	--	62	69
OSEC	6	4	--	43	49
RDS	11	6	--	56	88
REA	43	51	3	73	78
SCS	288	266	44	74	76
SEA	154	157	34	62	64
WF&AO	--	--	--	67	67
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USDA TOTAL:	2,290	1,751	318	68	70

IMPLEMENTATION OF THE FEDERAL GRANT AND COOPERATIVE AGREEMENT ACT OF 1977 (P.L. 95-224).....Despite earlier assurances to the contrary, OMB has drafted, without our prior knowledge, Governmentwide guidelines for implementing P.L. 95-224. Because of the extremely short turn around time, we were only able to provide limited informal comments on these initial guidelines at a meeting in OMB on May 1. The many comments made by Federal agencies at the meeting will be considered for inclusion in the official proposal to be published in the Federal Register by mid-May. If we get the requested advanced copies, we will distribute them as quickly as possible for Departmental comments. At present, OMB proposes to allow only 30 days for official comments. Therefore, we will need to have timely responses from Departmental agencies to insure that our views are included in the final guidelines. (Contact: Don Manns, O&F, ext. 77251)